



STATE OF TENNESSEE  
DEPARTMENT OF GENERAL SERVICES  
PURCHASING DIVISION




## Adding Multiple Locations to a Requisition

To buy an item that is using only one Item ID but shipped to/paid for by multiple locations, you have to add the Ship-To Locations and additional Accounting information at the Requisition level.

1. When first pulling in your Item ID, select the overall quantity you want to buy.
2. Go to the Review and Submit section, and click the arrow on the left-hand side of the Item area, next to the checkbox and line number.

Requisition Lines							
Line	Description	Vendor Name	Quantity	UOM	Price	Total	
<input checked="" type="checkbox"/> 1	<a href="#">3-RING VIEW BINDER, 3 IN. C</a>	American Paper & Twine Co	2.0000	Each	6.880	13.76	 

3. This expands out the item description to show shipping and Chartfield information. Use the plus button on the right-hand side of the Shipping Line section to add another Shipping Line.

<input checked="" type="checkbox"/> 1	<a href="#">3-RING VIEW BINDER, 3 IN. C</a>	American Paper & Twine Co	2.0000	Each	6.880	13.76	 
<input type="checkbox"/> Consolidate with other Reqs		<input checked="" type="checkbox"/> Override Suggested Vendor					
Shipping Line: 1		Due Date:	<input type="text"/>		Quantity:	1.0000	<input checked="" type="button" value="+"/> <input type="button" value="-"/>

4. Enter the second Ship-To Location here, on Shipping Line 2.

<input checked="" type="checkbox"/> Shipping Line: 2	Due Date:	<input type="text"/>		Quantity:	1.0000	<a href="#">Maintenance WQ</a>	<input checked="" type="button" value="+"/> <input type="button" value="-"/>
Status: Active	*Ship To:	<input type="text"/>			<a href="#">Modify Shipping Address</a>	<a href="#">Pegging Workbench</a>	

5. Then change the quantity on the new Shipping Line to reflect how many of the ordered quantity are going to that location. In the screenshot below, you need to change the Quantity in the area with the blue rectangles, not with the red circle.



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Adding Multiple Locations to a Requisition

Line 1: 3-RING VIEW BINDER, 3 IN. C  
Vendor Name: American Paper & Twine Co  
Quantity: 7.0000  
UOM: Each  
Price: 6.880

☐ Consolidate with other Reqs ☒ Override Suggested Vendor

Shipping Line: 1  
Due Date:   
Status: Active  
\*Ship To: 0000002354  
Attention: Robert J Hamblin

\*Distribute by: Qty  
SpeedChart:

Quantity: 2.0000

Change here

Accounting Lines

Line	Status	Dist Type	*Location	Quantity	Percent	Amount	GL Unit	Account
1	Open		000001	2.0000	100.0000	13.76	32101	709000

Shipping Line: 2  
Due Date:   
Status: Active  
\*Ship To: 0000002372  
Attention: Robert J Hamblin

\*Distribute by: Qty  
SpeedChart:

Quantity: 2.0000

Maintenance WO  
Pegging Workbench  
Pegging Inquiry

Accounting Lines

Line	Status	Dist Type	*Location	Quantity	Percent	Amount	GL Unit	Account
1	Open		000001	2.0000	100.0000	13.76	32101	709000

- Repeat for however many locations need the item.
- After you have a Shipping Line created for each separate Location, fill out the Accounting information for each Shipping Location as necessary.